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ABSTRACT

This book is divided into two parts; the first part (chapters 1-4) discusses fundamental aspects of computing and related technologies, and the second part (chapters 5-8) covers library automation, systems, and services. The chapters are as follows: (1) Computer Hardware, including the central processor, input peripherals, output peripherals, and auxiliary storage peripherals and media; (2) Computer Software, including system and application software; (3) Data Management and Data Communications Concepts, including modes of data processing, organization and management of data, and distributed computing; (4) Automated Office Systems and Related Technologies, including document preparation, word processing, document imaging technologies, electronic mail and messaging systems, and video-based information systems; (5) Computers and Descriptive Cataloging, including the MARC program, MARC-derivative cataloging products, and bibliographic utilities; (6) Integrated Library Systems, including online catalogs, circulation control, and acquisitions and serials management; (7) Automated Reference Service, including machine-readable reference sources and online information services; and (8) Digital Libraries, including the emergence of digital libraries, creating digital libraries, and issues and concerns. An index is included. (MES)

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